

## MS EXCEL 2000-2003 SHORTCUT KEYS

### What are shortcut keys?

Shortcut keys are a great way to do move around a program without taking your hands off the keyboard. Shortcut keys are generally a combination of the control (Ctrl), alternate (Alt), Shift, or command key (Windows or Apple icon key) with a letter. In addition to the combination shortcut keys, many times the function keys are used as shortcuts (the function keys are F1 through F12 located at the top of the keyboard).

Please note that several applications may share the same shortcut key or it might perform a different action. In many software programs, you can learn the shortcut keys through looking at the drop down menus. When a letter is underlined in the menu it generally means that it is a shortcut used with the Alt key. For example, Alt+F, will open the File menu in many Microsoft and other programs.

### Windows Shortcut Keys

These shortcut keys work in the Windows environment and help you to navigate around in Windows. Using these keystrokes in any program will result in the same action, since it applies to the operating system not a particular program.

Keystrokes	Actions
Windows	Start menu
Windows + Break	Opens System properties window
Windows + m	Minimizes all open windows (all programs)
Windows + Shift + m	Maximized all open windows
Windows + e	Opens window explorer (not IE)
Windows + r	Opens Run Command box
Windows + f	Opens Search window
Windows + l	Locks the pc (you will need to sign back in to restore the session)
Alt + Tab	Cycles between open windows
Alt + Shift + Tab	Cycles, in reverse, between open windows
Alt + double-click	Displays the properties of the object
Ctrl + Tab	Cycles between multiple open instances of a program (e.g. 2 or more excel workbooks)
Ctrl + Shift + Tab	Cycles, reverse, between multiple open instance of a program
Alt + Print Screen	Copies the screen image (can be pasted later)

### Some Universal Shortcut Keys

These shortcut keys work in many programs, although they will not work in all.

Keystrokes	Actions
F1	Universal help in most programs
Ctrl + a	Select All
Ctrl + s	Save
Ctrl + p	Print
Ctrl + f	Find
F3	Find

Ctrl + c	Copy
Ctrl + v	Paste
Ctrl + x	Cut
Ctrl + z	Undo
F5	Refreshes the contents
F10	Activates the menu bar
Alt + F4	Closes current program window

### Microsoft Office Shortcut Keys

These shortcut keys will work in all MS Office programs.

Keystrokes	Actions
Ctrl + n	New
Ctrl + b	Bold
Ctrl + u	Underline
Ctrl + i	Italics
Ctrl + h	Find and Replace
Ctrl + HOME	Goes to the top of the file
Ctrl + END	Goes to the bottom of the file
Ctrl + F6	Moves between open instances
Ctrl + F4	Save and Close

### MS Excel Shortcuts

These shortcut keys apply directly to Excel.

	Keystrokes	Actions
Navigation	Ctrl + →	Last Cell in Row
	Ctrl + ←	First Cell in Row
	Ctrl + ↓	Last Cell in Column
	Ctrl + ↑	First Cell in Column
	Ctrl + HOME	Left Top Cell
	Ctrl + END	Right Bottom Cell
	Ctrl + Shift + HOME	Selects from active cell to A1
	Ctrl + Shift + END	Selects from active cell to last cell in range
	Ctrl + Page Up	Back one tab
	Ctrl + Page Down	Forward one tab
	Ctrl + TAB	Moves between workbooks
	Ctrl + F6	Moves between workbooks
	Shift + F11	Adds new tab
Data Entry	Ctrl + ;	Enters current date
	Ctrl + Shift + ;	Enters current time
	Ctrl + '	Copies the value from the above cell
	Ctrl + `	Shows formulas
	Ctrl + d	Copies value and format from above cell
	Ctrl + r	Copies value and format from cell to the left

	<b>Keystrokes</b>	<b>Actions</b>
Formatting	Ctrl + 1	Format cell window
	Ctrl + Shift + '	Applies the general number format
	Ctrl + Shift + 4	Applies the currency format
	Ctrl + Shift + 5	Applies the percent format
	Ctrl + Shift + 6	Applies the scientific format
	Ctrl + Shift + 3	Applies the date format (15-Mar-07)
	Ctrl + Shift + 2	Applies the time format (12:00 AM)
	Ctrl + Shift + 1	Applies number format with comma and - sign
Selection and Hiding	Ctrl + 8	Select Cells in Region
	Ctrl + SPACEBAR	Selects Column(s)
	Shift + SPACEBAR	Selects Row(s)
	Ctrl + 9	Hides selected rows
	Ctrl + 0	Hides selected Columns
	Ctrl + Shift + 9	Unhides selected rows
	Ctrl + Shift + 0	Unhides selected columns
Dialog boxes	Shift + F3	Opens Formula dialog box
	Ctrl + +	Opens Insert dialog box
Saves	Ctrl + F4	Save and Close
	Alt + F4	Save, Close and Exit